

DD/A Registry

81-03549

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FOIA Responses and Backlog

FROM:

Director of Information Services  
1205 Ames

EXTENSION

NO.

OIS 84-464

DATE

9 October 1984

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA

11 OCT 1984

EAL

Per your request for information on FOIA responses and backlog.

2. Acting DDA

12 OCT 1984

JHM

2 to 6:

John:

At one of our recent morning meetings, you noted the Congress' passing of the FOIA legislation and asked to be brought up to date on plans to hasten the FOIA process when the Bill was signed. I have attached a paper from OIS in this regard.

3. EXDIR in hand

6. DDCI

Also a proposed regulation/policy on designation of exempt files has been prepared for the DCI's signature and memos from him to the DO, DDS&T, and D/OS instructing them to designate their exempt files ASAP. DCI's signing of the policy is pending the President's signing of the Bill.

11.

12.

ORIG:Acting DDA:JHMcDonald:es:12 Oct 84  
Distribution:

13.

0 - DDCI (PRS) w/att.

1 - ER w/att.

1 - DDA Subj w/att.

1 - DDA Chrono w/o att.

1 - JHM Chrono w/o att.

14.

15.

DCI  
EXEC  
REG

## FOIA RESPONSE TIME AND BACKLOG

° Under the FOIA Relief Bill, there will be an immediate savings in the Directorate of Operations (DO). Processing can be discontinued of approximately 75 cases that involve documents no longer subject to search and review. Since the Bill will relieve the DO from most search requirements for records, resources will be free to address any remaining backlog in the DO. Furthermore, the Bill will obviate the need to search DO designated files; hence no further DO backlog is expected. This will enable the more timely review of documents referred to the DO and thus improve the overall response to the public.

° In anticipation of the new law, the Information and Privacy Division (IPD) has effected a partial reorganization to achieve greater efficiency and backup capability to handle fluctuations in work flow as more cases are closed by components, particularly in the DO. This internal reorganization together with the acquisition of additional word processing equipment and Delta Data terminals will permit closer monitoring and follow-up on cases and thus improve the timeliness with which FOIA/PA material is processed through IPD.

° Key to improving the overall response time to requesters is eliminating the backlog. Spared the time and effort previously involved in searching and reviewing material now exempted, the DO should be able to reduce its large backlog significantly. This will, however, pile up the cases in IPD which is responsible for conducting the final "close out" review before the material is acted on,--release, denial, or partial release and partial denial. IPD's staff must be augmented. With additional personnel, the current 3,000-case backlog can be reduced substantially, if not completely. Moreover with more resources, IPD should be better able to handle increases in FOIA requests which probably will occur as a result of greater public interest in FOIA and the perception that CIA will be more responsive. A proposal for additional resources for IPD will be discussed with the DDA.

° Since reduction of the total level of Agency resources committed to FOIA is forbidden for two years, senior Agency managers will be able to reprogram and reallocate FOIA resources as requirements increase in some components and decrease in others.

° Because of the requirement to report to Congress every six months on progress in reducing the backlog, it is essential that the Agency FOIA program be constantly monitored by senior Agency managers to insure that we are in full compliance with the spirit of the act as articulated by the DCI.